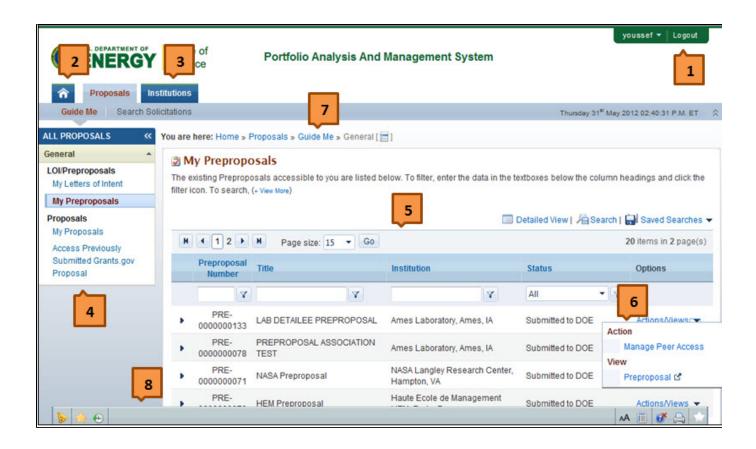# Navigation

Getting Familiar with the PAMS User Interface

System Navigation

As with many other Web-based systems, your primary input tools are your keyboard and mouse. Additionally, most PAMS pages support keyboard navigation. You can use either the *Tab* key or your cursor to move to the next data entry field or link; use the *Enter* key to invoke a link. *Shift + Tab* moves through fields and links in reverse order.

Ref. #	Element	Description
1	Logout	Use *Logout* to exit PAMS. You will have to provide your credentials again to login to PAMS the next time.
2	Home	*Home* takes you to a dashboard page where you can see how many tasks you have, as well as statistics on your recently accessed files.
3	Tabs	There are tabs at the top of most PAMS pages to help you navigate through different modules in the system. The tabs shown here are *Home*, *Proposals*, and *Institutions*. The blue tab bar, DOE PAMS banner above it, and green menu bar at the very top right of the screen can be hidden temporarily by clicking the double-arrows button at the far-right end of the blue tab bar. To make the blue tab bar, DOE PAMS banner, and green menu bar re-appear, click the double-arrows button at the top right of the screen.
4	Left Menu	Within each module, the main menu is often found at the left-hand side of the screen. The main menu can be hidden by clicking the double arrow at the top-left corner of the menu. To make the left menu re-appear, click the double-arrows button at the top left of the screen.

5	Grid	A table, or grid, is used when multiple records must be displayed.
		The left-most column may have arrows to indicate that the rows are expandable. Click an arrow to expand a row and view detailed information about the record. You can also click the *Detailed View* link above the grid to expand all rows.
		The rows may be filtered by entering information in any one of the textbox fields immediately below the grid's column headings, and clicking the filter icon next to it.
		Most grids also have a Search feature. The search pane is accessed by clicking the **Search** link above the grid.
		The Page Size fields allow you to adjust the height of the grid by indicating the greatest number of [collapsed] rows that may appear on a page. Arrow buttons next to the page number allow you to page through when there are multiple pages.
6	Context Menu	The right-most column in a grid is the *Options* column. Available options may vary from record to record. An arrow in the *Options* column means more options are available from which to select. This list of options is often called the context menu.
7	Breadcrumb Navigation	Each page in PAMS displays the navigation path you followed to reach the current screen. If the navigation path is too long, it is summarized by the application. Hover over the icon to view the summarized path details.
8	Floating Toolbar	PAMS has a floating toolbar at the bottom of the screen that enables easy access to key functions. Options in the floating toolbar often include [View] Messages, [View] Favorites, [View] Recently Accessed, Print, and Create a Shortcut. Important page buttons may also appear in the floating toolbar.